



USAID | GUATEMALA

FROM THE AMERICAN PEOPLE

Date: January 24, 2022

REF: Request for Quotation No. 72052022Q00003

SUBJECT: Monitoring and Evaluation, IVAs Records, Administrative Tasks and Support

The U.S. Agency for International Development (USAID) Mission to Guatemala intends to award a Purchase Order for the Monitoring and Evaluation, IVAs Records, Administrative Tasks and Support as described more fully in the Solicitation/Statement of Work Section.

Please submit a detailed quotation in US dollars to Ms. Carolina Villegas at cvillegas@usaid.gov with the subject line " 72052022Q00003– Monitoring and Evaluation, IVAs Records, Administrative Tasks and Support " no later than Monday, February 15, 2022 at 10:00 AM Guatemala time. Please make sure to submit all necessary information to support your quotation.

Issuance of this solicitation does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for the costs incurred for the submission of a quotation.

Please send any questions on this request at your earlier convenience to Carolina Villegas at cvillegas@usaid.gov.

Sincerely,

Guadalupe Ramirez
EXO Officer

Solicitation/Scope of Work

Monitoring and Evaluation, IVAs Records, Administrative Tasks and Support

1. Purpose

The Purchase Order holder shall provide support for monitoring and evaluation and learning, file creation and maintenance and data entry along with managing EGO IVA records and provide office-level administrative support to logistics, correspondence, and vehicle requirements. Services shall be provided when requested by an authorized Contracting Officer during the specified period stated in “Period of Performance”

2. Background

The Economic Growth Office (EGO) manages USAID/Guatemala’s Agriculture, Environment, Humanitarian Assistance and Private Sector Engagement portfolios. In order to achieve complex development objectives for each of these portfolios, administrative support is needed for Monitoring, Evaluation and Learning (MEL), Vehicles, and IVA processes including file creation and management. Further support is needed for office-level logistics, communication, correspondence, and administrative support.

3. Scope of Services

It is essential that the contractor work closely with the award Activity Manager to identify a strategy for meeting purchase order deliverables that are timely, of high-quality, and advance the strategic efforts of the Economic Growth Office.

Approach:

- Contractor will be expected to interact at all levels within the EGO hierarchy, and have the demonstrated capability to gain the trust and confidence of the Office in order to effectively meet award deliverables; and
- Contractor will be expected to catalyze strategic coordination with EGO staff to develop and follow a unified approach to address MEL, Vehicles, IVA, and Administrative actions.

The contractor must sign a confidentiality agreement to ensure all discussions, information received, and content of procurement-sensitive nature are not shared outside the USAID organization.

4. Deliverables

The contractor will perform the following services related to the MEL, Vehicles, IVA, and Administrative actions for the EGO:

- IVA Exemptions - An IVA exemption is a required form for all transactions carried out with USG funds to monitor and report all taxes and duties exemptions in Guatemala. During the six months of period of performance, the contractor will process all IVA exemptions for EGO projects, keep all IVA form files updated with signed IVA forms, create, and maintain a folder in google drive for all signed IVA forms by calendar year 2021 for audit purposes, and develop an IVA forms tracker to monitor the completion of required forms from EGO projects.
- Vehicles - Throughout the six-month period of performance, the contractor shall process vehicle requirements for all EGO projects including Circulation permit 2022 (SAT); Vehicle transfers; and Maintain the vehicle and motorcycle inventory list.

- **Monitoring, Evaluation and Learning (MEL)** - MEL is a critical part of USAID's program cycle that informs on the appropriate use of USAID funds, evaluates the effectiveness of activities in the achievement of development objectives and USAID's overall mission, and provides key information to the continuation and improvement of USAID programming. Throughout the six-month period of performance, the contractor shall create and update a tracker for the Data Quality Assessments for the EGO projects, maintain the EGO's MEL electronic files, and support data entry in USAID's Development Information, the Performance Plan and Report and Root Causes Strategy
- **Administrative Support:** Throughout the six-month period of performance, the contractor shall provide administrative support to the EGO Deputy Director, Private Enterprise team and Agriculture team and others as requested. The contractor will support logistics and planning and follow up for meetings, events, and travel along with carrying out correspondence in response to official inquiries or invitations. The contractor shall schedule meetings and events, serve as notetaker as needed, carry out all necessary actions for travel authorizations and vouchers, and lead correspondence related to Deputy Director responsibilities, Private Enterprise, and Agriculture teams.

5. Place of Performance

This contract will be carried out virtually for USAID/Guatemala.

6. Period of Performance

The Mission anticipates the need for contractor services for a total period of six months, o/a January 2022 – July, 2022.

7. Technical Direction and Support

The Economic Growth Office Director will appoint an Activity Manager to oversee deliverables and approve monthly reports submitted by the contractor. The Activity Manager for this award will provide direct feedback to the contractor and contracting officer regarding work completed in meeting contract deliverables.

The Consultant should understand that only the USAID/Guatemala Economic Growth Office Director through the Contracting Officer is the authorized official to make changes to the terms and conditions of the resulting Purchase Order. In the event that the Contractor believes that they are required to perform activities outside the approved Order they shall immediately contact/inform the Activity Manager before performing these tasks.

8. Method of Payment

A monthly progress report will detail specific activities performed under the deliverables section. Monthly payment will not exceed of \$1,779 upon approval of deliverables, invoice/receipt and SF-1034. **Please note that payment will be in Local currency (Quetzales) to the official exchange rate.**

9. Minimum Qualifications and Basic Eligibility Criteria

In order to be considered for the purchase order, the contractor must meet the Minimum Qualifications. Proposals will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- A. Education:** A Bachelor's Degree in Business Administration or related field is required.

- B. Prior Work experience:** Three years or more of administrative or business operations work experience related work with USAID.
- C. Knowledge, Skills and Abilities:** Contractor will be expected to catalyze strategic coordination with EGO staff to develop and follow a unified approach to address MEL, Vehicles, IVA, and Administrative actions. Possess the ability to manage several administrative tasks and prioritize deliverables to effectively support the Economic Growth Office. Ability to provide excellent customer service to internal and external clients and to have good working relationships with US and Guatemalan employees. Ability to use the Microsoft Office suite (Outlook, Word, Excel), email (Google Suite), USAID's Development Information System, E2 Travel System, MyServices and Visitors List.
- D. Language Proficiency:** Functionally Native Spanish reading, writing, and speaking is required. Good level in English (speaking, reading, and writing) is required. The contractor shall be able to prepare correspondence and standardized reports.
- E. Support Items:** The contractor will be responsible for the equipment, internet and supplies necessary to perform the work.

10. Evaluation Criteria

Contractors meeting the required qualifications for the contract will be evaluated based on information presented in the application and obtained through reference checks. Following is the evaluation criteria for this position:

- A. Education and Technical Knowledge and Abilities (Weighted 35% based on application review)**
- Relevant academic qualifications;
- B. Professional Experience (Weighted 50% based on application review and interview with case study)**
- Experience in Business Operations related to the MEL, Vehicles, IVA, and travel authorizations.
 - Experience in customer service
- C. Interpersonal, Leadership and Communication Skills (15% based on application review and interview)**
- Functionally Native Proficiency in speaking and reading Spanish
 - Written and verbal communication skills in English;
 - Interpersonal and teamwork skills;
 - Ability to work effectively in a team environment;
 - Computer skills and the ability to use the Microsoft Office suite (Outlook, Word, Excel), email (Google Suite), E2 Travel System, MyServices, Visitors List and MEL skills.

11. Detailed Price Quote for the Services

Any cost assumptions should be explained in a narrative. The quote and cost assumptions should be written in response to the requirements in the Solicitation/Scope of Work Section. The price quote and budget narrative should not exceed three pages.

Prices must be expressed in US Dollars, showing separately the Value Added Tax (VAT). As a matter of U.S. Law, U.S. Government foreign assistance is not subject to taxation. However, when the activity is subject to taxation (i.e., VAT), the total cost is considered to be inclusive of VAT. VAT recovered will not be added

to this Purchase Order, nor will it increase its total estimated cost.

12. Other Relevant Information

In accordance with U.S. Government regulations, you must have a DUNS number in order to receive an award with the U.S. Government. The DUNS number is the unique identifier that is used to retain information on all companies, organizations and people that have awards with the U.S. Government. This number can be easily obtained via the internet, at no cost. Instruction on how to obtain this number can be accessed through this link:

<http://fedgov.dnb.com/webform/CCRSearch.do?val=1>

Additionally, your organization must be registered in the Central Contractor Registration (CCR - also known as the System for Award Management, or SAM) in order to be eligible for award. You can follow instructions to register through this link: <http://federalcontractorregistry.com>.

DUNS AND SAM REGISTRATION PROCESS

Please use the following link for to set up your DUNS number:

<http://fedgov.dnb.com/webform/CCRSearch.do?val=1>

On the home page, select "Guatemala" from the dropdown list and click [Continue]. You will then enter your company name and address. The next page will display:

Sorry! No results were found matching your search request.

You will then click [Request a New DUNS Number]. The "Request for a New D-U-N-S Number" will display. Complete the form and click [Submit]. There is a section regarding a SIC Code. Please use the link below to find a SIC Code that most closely matches the company:

SIC CODE Link: https://www.osha.gov/pls/imis/sic_manual.html

It will take 1-2 business day(s) to receive your DUNS Number after you submit.

When you receive your DUNS number, you will log in to <https://www.sam.gov> and register your DUNS number.

For additional information about DUNS and CCR registration, refer to the Federal Acquisition Regulations (FAR) 4.11 following this link https://www.acquisition.gov/sites/default/files/current/far/html/Subpart%204_11.html

Please include copy of your CCR registration and your DUNS number in the quotation.

If you have not received your DUNS number and/or CCR Registration at the time you submit your quotation, please provide evidence that you have initiated the process.

You are reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor /consultant to ensure compliance with these Executive Orders and laws.

Also, August 13, 2020, USAID/Guatemala must implement a new Federal Acquisition Regulation (FAR) provision under Section 889 of the National Defense Authorization Act (NDAA) of FY19. The NDAA prevents USAID from

entering into contracts if a prohibited technology is used as part of the goods or services provided by the contractor.

To ensure compliance with this requirement, all potential contractors must certify whether they utilize prohibited technologies in the provision of goods or services to USAID. A list of prohibited technologies can be found here. <https://www.ndia.org/policy/section-889>

Contractors are required to review FAR Part 52.204-24 in this link <https://www.acquisition.gov/far/52.204-24> and along with your quotation certify on (d)(1) and (2) YES (we utilize prohibited technologies) or NO (we do not utilize prohibited technologies).